

City of Greenbelt

Advisory Committee on Education (ACE)

ACE GRANTS APPLICATION

Due November 1, 2012

The ACE Grants Program will be focused on enhancing or enriching school based activities. Some examples will include supporting field trips, bringing an activity into the school, or purchasing equipment and materials for a special project. The grants are NOT intended to underwrite items that are normally supplied by the school system such as copier paper, etc. A post-grant report will also be required as noted below.

The ACE grants will be limited to a maximum of \$500 each. The total amount should be justified in your proposal and can be less than the maximum. Multiple proposals from the same school and/or parent-teacher organization are allowed, but each proposal during the current grant period should be unique and not related to another submitted by the same school or parent-teacher organization. Follow-on proposals to previously funded programs are allowed. The due date for completed applications is 5PM on Thursday, November 1, 2012. Late proposals will not be accepted or reviewed.

In this call, we solicit proposals for projects which begin no earlier than February 15, 2013, and finish no later than the end of the 2013 – 2014 school year.

All proposals must be signed by the school Principal. Proposals from parent-teacher organizations should be signed by both the organization's President and by the school Principal. Proposals that the Principal is unable or unwilling to sign should include a statement explaining why the Principal would not sign. An example of a proposal that the Principal is unable to sign would be one to engage in political advocacy. Normally, however, proposals which use school facilities or involve teachers will not be funded without the Principal's endorsement. Proposals from the school must be signed by the Principal, and do not require the signature of the parent-teacher organization President.

Proposals which require external funding or contributions in addition to the amount proposed should indicate the source of external funding or contributions. It is recommended that a letter of support or commitment from the external funding institution be included. If the external funding is from the school or parent-teacher organization funds, this should be indicated, and the signature of the Principal and/or the organization's President shall be taken as a commitment of support.

Proposals should have a detailed and well-justified budget. Be clear exactly how the money will be spent. Insufficient detail in the budget is the most common reason why ACE grant proposals are turned down.

A proposal could be rejected without review if it is submitted late, if it is not properly signed at the time of submission, if the project proposed begins before or ends after the

allowed time period, or if the proposal is otherwise incomplete. Proposals that are found to be incomplete during the review might be rejected.

Proposals must include a completed application information sheet signed by the appropriate official(s) (next page) and a type-written description of the grant request, no longer than three pages. Be sure to include the following points:

1. Purpose of grant request
2. Breakdown of expenses
3. Number and ages of students impacted; total school population
4. How long will project last
5. What facilities will be used and how frequently the activity will occur
6. If the school Principal is unwilling to sign the proposal, a letter of explanation is required. (Not subject to page limit.)
7. Letters of endorsement from any partner organizations, if applicable. (Not subject to page limit.)

The proposals will be evaluated on the following criteria:

1. Intrinsic merit – Will the proposed project enhance or enrich school-based activities? Does it meet the criteria listed in the ACE grants call? Is the project described well?
2. Budget – Is the proposed budget realistic? Is the budget well justified?
3. Benefit to students – Will the program provide wide benefit to the students in the school, or will it just benefit a few students?

Grant recipients will be required to submit a type-written description of the outcome of the grant within 45 days of the completion of the project. This will be necessary if you are to apply for any future grants. This final report should include the following points:

1. Breakdown of how grant monies were spent
2. Number and ages of students impacted
3. Assessment of success of project. Please provide examples of impact.

Proposals should be submitted no later than 5PM on Thursday, November 1, 2012 to: ACE Grants Program, c/o Rosalind Caesar, Greenbelt CARES, 25 Crescent Rd, Greenbelt MD 20770-1891, (301) 345-6660. Hand-delivered proposals should be brought to Greenbelt CARES on the ground floor of the Greenbelt City Municipal building. Do not leave the proposals in any other City office.

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Due date: November 1, 2012. Late proposals will not be accepted.

Section 1: APPLICANT INFORMATION:

Name: _____

Position: _____

Email address: _____

School: _____

Address: _____

Phone: _____ Other phone (identify): _____

Amount Requested: _____

Check should be made payable to: _____

Project start date: _____ Project end date: _____
not before Feb 15, 2013 *not after June 15, 2014*

Section 2: SIGNATURES:

All proposals must be signed here by the school Principal. Proposals from parent-teacher organizations must also be signed by the organization's President.

Principal's Signature: _____

Printed Name: _____

Date: _____

P-T President's Signature _____

Printed Name: _____

Date: _____

Does the school have any overdue grant reports (y/n)? _____

Section 3: DESCRIPTION OF GRANT REQUEST

Title of Project: _____

Please attach a typed description of the grant request, no longer than 3 pages.

OFFICE USE: Date received? _____ Application complete? _____

Accepted? _____ Amount? _____